

LIBRARY BOARD OF TRUSTEES – LANGDON LIBRARY, NEWINGTON, NH

AGENDA/MINUTES – Regular Monthly Business Meeting

Date: 2/26/13 Time: 6:00PM - 8:10PM

Attendees: Steve Bush, Scott Campbell, Nate Fredette, Gup Knox, Lee Lamson, Melissa Prefontaine

Minutes/Notes Taken By: Nathan Fredette

Item	Discussion & Decision	Follow-up Needed	Due Date	Key Contact
Review of minutes	Motion By: Steve Roll call Vote: unanimously accepted	Post	1 week	Nate
Secretary's Report	2 nd Payment of funds for library Lee to follow up with Luann. Proposal to change dispersements of budget for 2014. Scott mentions 1 st of year expenses in January to cover us for rest of the year make 1 st qtr more expensive than other qtrs.			Lee
Treasurers report	Accepted as given			Lee
Directors report	January: Added 5 patrons in. February: Scott also notes added another 5 patrons. Scott will pull eBooks stats. Repairs – Fixed the Flag setting on brick, fixed front window sash rope/restringed, threshold in kitchen/bathroom doorways needs to be fixed (Follow up) Portsmouth herald ran article on the Langdon Library and updated pictures of Scott and the structural issues the Library has.		Soon	Scott

Election	Everyone has registered.			Scott
Town Meeting	Help our supporters of the library project. Nate will draft email communication for gathering the supporters, donations outside of the trustee funds. Tentatively 3/12/13 supports of the library function. Collectively sync up to ensure everyone explains the advantage of library updates. Strategize to convey the importance/value of voting for the project to go forward.			Nate/Scott
Archive Effort	Project to categorize historic books is going well and continuing steady progress. The resource is going through numerous books located in the attic to categorize and evaluate value of those books. Other libraries have gone through this effort and determined that the effort is valuable and there is potential for the project to be grant funded. Janet at State library referred us to grants. Efforts are being pursued to find grants to fund the project, but it is necessary to continue some progress since the library top floor structural issues require the books to get out of there.			Scott
Staff Evaluations	Scott evaluation will be signed off on.			Steve
Maintenance	Covered in above segments.			Scott
Purchases	Printer near computers is not on network and not printing. New toner for new printer by the circulation desk \$500. CD cleaner is not working correctly Scott will follow up with vendor to see if we can get credited for the malfunctioning product. Potential future purchases at a discount: Spinners from Barrington Lights/Bookshelves from Rye.			Scott
Posters/mailers	Sending out Mailer: 5 th of next week goal to send out. Scott will send out the documents and the trustees will collectively add 1-2 suggestions for what to put on mailer. Posters: Due on 3/12			

Next Meetings	LRP: March 4 th . General Business: March 26 th			
Trust Fund	Received documents from Weyland Capital to go through for calculating amounts that the Trust fund recapitalized and amounts the Library actually received as payment from those funds. Scott will follow up with Morgan Stanley to get another round of paper work.			Melissa/Nate
Seeds	Opportunity to provide a seed exchange and education center for planting produce. New program and see if it catches flight. All voted universally to support this "Seed Bank."			Scott
Web hosting	Table			Scott
Volunteers	Discussion of gail stepping down as Alternate trustee and new person coming in as alternate or trust fund resource.			
Adjourn	Motion: Gup. Roll call vote unanimous.			